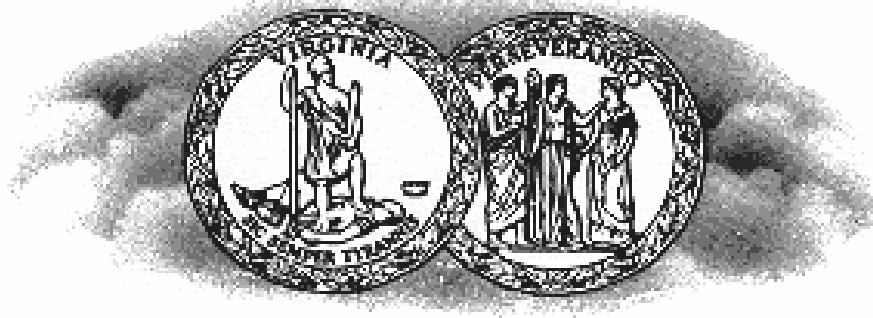


COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION



4 March 2008

**ADDENDUM NO. 1 TO ALL BIDDERS:**

Reference – Invitation for Bids:	IFB #URS-08-007
Service:	Underground Utility Damage Prevention Education and Awareness Campaign
Dated:	02/22/2008
Bid Due Date:	March 14th, 2008, Until 2:00 P.M.

The above is hereby changed as follows:

- a. In accordance with Section V., Optional Pre-Bid Conference, paragraph 2, insert 3<sup>rd</sup> paragraph as follows:  
  
**“All questions should be submitted no later than five (5) business days prior to the Bid Due date in writing. The SCC will provide written responses to Bidder inquiries via e-mail; verbal responses will not be provided.”**
- b. Attachment A, Contractor Data Sheet, pages 18 & 19 – remove and replace with the attached replacement pages incorporating the following under Financial Information:  
  
**“Annual Reports: Bidders are responsible for providing sufficient information with their bid for the SCC to determine the bidder’s financial viability to perform the contract. Such financial documents may include Audited Financial Statements, Annual Report which may include Income Statement, Cash Flow Statement, Balance Sheet, or other financial documents that provide sufficient information to allow the SCC to determine the bidder’s financial viability.”**

**NOTE:** Bidders must sign and return with their bid. \_\_\_\_\_

Jim Warren, VCO  
Senior Procurement Analyst  
State Corporation Commission  
Office of Commission Comptroller  
1300 E. Main Street, 7<sup>th</sup> Floor  
Richmond, VA 23219  
Phone: 804-371-9581

**ATTACHMENT A**  
**CONTRACTOR DATA SHEET**  
 (To Be Completed by Bidder)

**Bidder Overview:**

1. Qualification of Bidder. The Bidder must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. Years in Business. Indicate the length of time in years \_\_\_\_\_ and months \_\_\_\_\_ you have been in business providing this type of service.

Experience must include providing advertising, promotions, market research, and public relations as a primary business to include the following:

- Planning and executing radio and newspaper advertising campaigns by researching syndicated audience data (i.e. Arbitron) to determine and verify audience delivery.
- Negotiating costs with media sources and purchasing advertising.
- Fielding marketing research studies.
- Training video production.
- Media relations campaigns.

3. Corporate Identity: Provide the identity of any parent corporation. Include:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

FEIN or Tax ID No.: \_\_\_\_\_

Company Web Site: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Also provide the identity of any subsidiaries, as applicable.

**Financial Information:**

4. Total Annual Revenue: State total annual revenue. Indicate the revenues associated with the provision of services relevant to your bid.
5. Dun and Bradstreet: Provide a Dun and Bradstreet Comprehensive Report of Bidder's financial information.
6. Annual Reports: Bidders are responsible for providing sufficient information with their bid for the SCC to determine the bidder's financial viability to perform the contract. Such financial documents may include Audited Financial Statements, Annual Report which may include Income Statement, Cash Flow Statement, Balance Sheet, or other financial documents that provide sufficient information to allow the SCC to determine the bidder's financial viability.

**References:**

7. Customer References. The Bidders must demonstrate a proven record of successfully providing services similar to those defined in Section IV. The references must be from past and/or current commercial or government accounts, including the SCC if applicable. The Bidder shall provide three (3) references, with contact names, email addresses, phone numbers and service descriptions, which the SCC may use in reference checking. If your firm has provided the requested services to the SCC in the past, the SCC must be listed as a reference.

The SCC will make such reasonable investigations as deemed proper and necessary to determine the ability of a Bidder to perform the contract and these may include, but may not be limited to, reference checks and interviews. A Bidder should verify the reference information is current and up-to-date prior to submitting. Indicate whether any commercial, government or state insurance contracts have not been extended or have been cancelled for performance issues in the last three (3) years.

Attachment A (continued)

Organization/Co.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Length of Service (contract): \_\_\_\_\_

Organization/Co.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Length of Service (contract): \_\_\_\_\_

Organization/Co.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Length of Service (contract): \_\_\_\_\_